

## **Housing-Administration**

### **Mission:**

To provide safe, decent and sanitary Housing. The Division of Housing-Administration is responsible for administering rental assistance programs; housing rehabilitation and neighborhood revitalization activities; housing counseling; affordable housing; special projects and cooperative projects undertaken in conjunction with other County Departments and Divisions (i.e., Community Development Block Grants) at the direction of the County Administrator following authorization by the Board of Supervisors.

### **Goals:**

- To ensure accountability and quality customer service in the delivery of programs.
- To constantly research additional resources for County citizens.
- To seek and apply for grants as directed by the Director, County Administrator, and Board of Supervisors.
- To continue to implement the on-going programs of this Division.

### **Implementation Strategies for FY2004:**

- To improve the quality and quantity of services provided to citizens whether tenants, homeowners, prospective homeowners, or developers.
- To seek funding resources for continuation of the Virginia Individual Development Account Program (two-year \$100,000 grant awarded to the County effective 7/1/00).
- To utilize Quality Control in all programs as a tool for efficiency, cost-effectiveness and improvement
- Utilize the Virginia Individual Development Account to assist citizens to achieve designated goals (\$80,000 to match individual savings, \$10,000 for training and \$10,000 for administrative costs incurred by the County)

### **Budget Issues:**

- In FY2001, the Teacher/Program Coordinator position was transferred from Special Programs as a Housing Specialist. There were no other significant changes.
- In FY2002, in the “re-structuring” of the housing operations, two Housing Specialist positions were transferred to Housing-Rehabilitation and a third Housing Specialist position was transferred to Housing-Rental Assistance. The remaining positions in this activity include a Senior Housing Specialist and a Secretary. There are no other significant changes.
- For FY2004, there are no significant changes.

General Fund Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Original Budget	FY2003 Expected Appropriations	FY2004 Adopted Budget
<b>81547                    Housing - Administration</b>						
Personnel Services	179,510	210,333	90,683	88,494	88,494	91,895
Contractual Services	850	352	795	1,800	1,800	1,800
Internal Services	4,751	4,074	9,351	7,000	7,000	8,300
Other Charges	4,815	4,604	1,826	4,000	4,000	3,200
Materials & Supplies	4,575	2,558	744	1,300	1,300	1,300
Leases & Rentals	1,975	2,100	2,200	2,200	2,200	2,200
Capital Outlay	5,501	6,636	1,289	3,000	3,000	4,000
Grant Activity	<u>-</u>	<u>2,191</u>	<u>1,006</u>	<u>-</u>	<u>31,148</u>	<u>-</u>
Activity Total	<u>201,977</u>	<u>232,848</u>	<u>107,894</u>	<u>107,794</u>	<u>138,942</u>	<u>112,695</u>
Percentage Change	4.06%	15.28%	-53.66%	-0.09%	N/A	4.55%

#### FTE's

Management	-	-	-	-	-	-
Professional/Technical	3.00	4.00	1.00	1.00	1.00	1.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>4.00</u>	<u>5.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

